

# EASY WRITER

## 16K OR 32K

This program has six options in the menu that drives it. These are:—

### 1. Enter the letter

This allows the user to enter the letter and prints the CTRL functions (functions available through pressing the key indicated while holding down the CTRL key) at the bottom of the screen and sets the cursor to the top right hand corner of the screen.

Data can now be typed in using normal editing with cursor keys and the INS/DEL key. The normal cursor is a line and the 'insert' cursor a black box. Graphics characters are not available to be used in the letter. The control functions are:—

#### \* Centre text

This centres the line of text the cursor is on.

#### \* Block erase

This sets a marker in the text. Moving the cursor and pressing CTRL"E" will cause all the characters between the cursor and the marker to be erased (not including the characters under the cursor and the marker).

CTRL"P" deletes the block erase marker if you decide you don't want to delete anything after all.

### \* Format

This ensures that words don't go from one line onto the next, unless more than about six letters have to be moved. The circle after the word 'Format' indicates whether this option is turned on (hollow) or off (solid).

### \* Caps. lock

This allows the user to select upper or lower case as the normal key input. The circle after the word 'lock' indicates whether this is on or off (capitals unshifted = hollow, i.e. when hollow, press "SHIFT" to get lower case letters and vice versa.)

### \* Reset cursor

This resets the cursor position to the top left hand corner of the screen at the beginning of the file.

### \* Quit

This returns the program to the menu selection.

## **NOTE:**

The maximum length of the letter is determined only by the amount of memory on the computer. In the event of running out of memory while writing a letter, the screen will clear, the machine will give the error beep and print "\*\*\* OUT OF MEMORY \*\*\*", then will delete the last line of the letter and return to the menu.

## 2. Search

This option allows the user to search the letter and replace all occurrences of a word or phrase with a key word or phrase (max. 16 letters).

### 3. Print the letter

This prints out the letter on the printer. The options here are page numbering, page headings, page length if pages are desired.

When using the page option, the computer will wait at the end of printing each page so as to let you tear the page off.

If using a page header with more than one word, so that the whole heading gets underlined, use the mathematical character PI instead of a space as the printer prints this as a "—".

### 4. SAVE data

This allows data to be saved onto a separate blank tape with optional re-saving or verifying after the operation.

If "RESET" is pushed during SAVE or an error occurs during VERIFY then type CALL &HA3B2:GOTO 180 in order to return to the menu.

**Note:** Letters are SAVED and LOADED as two separate parts.

### 5. LOAD data

This allows the user to load data from tape. If an error occurs, take the same action as for 4.

## 6. Edit the letter

This is the same as 1 but starts with the letter already entered.

If the break key is pressed during program run then type GOTO 180 to restore operation and no data should be lost.

If the wrong key is pressed during the menu selection, all options allow an immediate return to the menu.

## **STANDARD LOADING INSTRUCTIONS:**

To Load: Type LOAD", then press RETURN key (no name required). You may have to adjust the volume settings and remember to have the tone on high. Once the program has loaded, stop the tape and type RUN, push CR.

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